

**INDIAN PLYWOOD INDUSTRIES RESEARCH AND TRAINING INSTITUTE
Post Bag No.2273, Tumkur Road, Bangalore – 560 022.**

Tender No: SS/303/Vol. II/AMC

Date: 20.12.2021

**TENDER DOCUMENT FOR ANNUAL MAINTENANCE CONTRACT (AMC) for
RODENT CONTROL TREATMENT CONTRACT AT IPIRTI CAMPUS
BENGALURU**

The bid should be submitted at <https://moefcc.euniwizarde.com>

The registration fee on <https://moefcc.euniwizarde.com> is Rs. 2360 (1 Year)

The tender processing fees on <https://moefcc.euniwizarde.com> (non-refundable)

Receipt No.....

Date.....

Tender issued to M/s.

.....

.....

Last date for submission of Tender: 31.12.2021 at 3.00 p.m.

Section Officer/Administrative Officer

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Notice Inviting Tenders

Sealed item rate tenders are invited from reputed suppliers for **ANNUAL MAINTENANCE CONTRACT (AMC) for RODENT CONTROL TREATMENT AT IPIRTI CAMPUS, BENGALURU**

1. Tender form may be downloaded from the website: ipirti.gov.in or above e-tender portal.
3. Tender forms will be issued till **3.00 p.m. of 31.12.2021**(can be downloaded from official website or E-tender portal). Submission of Tender document is **31.12.2021 upto 3.30 p.m.** tender will be opened at **3.30 p.m.** on the same day. In case **30.12.2021** is declared as holiday by the Institute, tenders will be opened on the next working day at the same time.
4. Estimated cost of the AMC charges is **Rs.31,000/- Approximately**
5. Specification is given in the tender document.
6. The Director, IPIRTI, reserves the unqualified right to accept any or reject all tenders without assigning any reason therefor and/or to award the work either in part or in full.
7. The successful tenderer shall make his own arrangements for Rodent control treatment at IPIRTI, Bangalore.
8. This tender will be participated with in Bangalore areas.

LETTER OF ACCEPTANCE

The Director,
IPIRTI, P.B.No.2273,
Tumkur Road,
Bangalore - 560 022.

Dear Sir,

I/We, hereby tender for the execution of the work specified in the under mentioned memorandum within the time specified in such memorandum at the rates specified therein and in accordance in all respects with the specification and instructions in writing which have been read by me/us, read and explained to me/us and with such materials as are provided for by and in all other respects in accordance with such conditions so far as possible.

MEMORANDUM

1.	General description of work	TENDER DOCUMENT FOR ANNUAL MAINTENANCE CONTRACT (AMC) for RODENT CONTROL TREATMENT CONTRACT AT IPIRTI CAMPUS BENGALURU
2.	Estimated cost	Rs. 31,000/-
3.	Earnest Money Deposit	Nil
4.	Security Deposit	3% of the tendered amount
5	Security Retention	3% of the Bill amount will be deducted at the time of bill payment.
6.	Last date for the receipt of tender	3.00 p.m. on 31.12.2021
7.	Tenders to be submitted on or before	3.00 p.m. on 31.12.2021
8.	Opening of tender	3.30 p.m. on 31.12.2021
9.	Time allowed for supply	10 days from the date of placing order
10	Specifications	The work shall be carried out strictly in accordance with the attached specifications and drawing vide Annexure I and wherever items are not covered by these specifications as per instructions and to the entire satisfaction of the Director, IPIRTI, Bangalore.

The Director, IPIRTI reserves the right to accept and or reject any/all tenders without assigning reasons therefor and/or to award the work either in part or in full.

Should this tender be accepted, I/we hereby agree to abide by and fulfill all the terms and provisions of the conditions contained in the articles of Agreement, Notice Inviting tenders and Conditions of Contract, etc., which have been read by me/us, read and explained to me/us so far as applicable or in default thereof to forfeit and pay to the Institute or their successors in office the sums of money mentioned in the conditions of contract, articles of Agreement and Notice Inviting Tender.

Dated thisday of 2021

.....
Tenderer's signature

Address:

Witness to Tenderer's signature

Address:

The above tender is hereby accepted by me on behalf of the Indian Plywood Industries Research and Training Institute, Bangalore.

Dated this day of
.....

.....
Signature of the Officer by whom accepted

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General Terms and Conditions

1. IPIRTI shall be hiring the service of Rodent Control Treatment agency for IPIRTI Bengaluru.
2. The Tender should remain valid up to one year from date of awarding the contract which could be extended further by 1 Year with the consent of Competent Authority. However, on failure to provide the desired service, this office has the right to terminate the contract anytime in addition to forfeit the Security Deposit of the Contractor.
3. The Tender should be free from Corrections & Erasures. Use of correction fluid in tender is prohibited, in case if use of fluid of correction is noticed anywhere in Tender the same will be rejected. All amounts shall be indicated both in words as well as in figures. Grand total amount quoted for General Pest Control Treatment will be considered for the purpose of evaluation of Tender.
4. In case of breach of any conditions of the contract and for all types of losses caused due to general pest control treatment, the contractor shall fully indemnify the office of the IPIRTI for such losses.
5. The bidders should have at least 3 years of experience in general pest control treatment in big Central Govt. offices / State Govt. offices / attached offices / statutory bodies / PSU departments/Big organizations. Supporting documents of which is to be submitted along with the tender.
6. The areas to be covered under the pest control will include the entire IPIRTI building as well as its surrounding including drainage areas in order to control the habitats/breeding areas.
7. For items where required samples shall be prepared before starting the particular items of work for prior approval of the competent authority of the office of the IPIRTI shall be obtained on this account.
8. The Pest control has to be carried out weekly/fortnight preferably on Friday.
9. The contractor shall be responsible to arrange at its own cost all necessary tools and appliances required for execution of the work.
10. IPIRTI reserves his rights to accept or reject any or all tenders without assigning any reason thereof.

11. Payment will be made through RTGS/NEFT only after satisfactory services rendered, on quarterly basis.

12. The Tender received after stipulated time limit will not be accepted.

13. The firm should have Registration with statutory authority such as IPIRTI & Tax authorities wherever applicable.

14. Where counter terms and conditions printed/written by the contractor, the same shall not be deemed to have been accepted by us unless our written acceptance thereof is obtained.

15. As this Institute is an autonomous body of the Ministry of Environment, Forests & Climate Change, Govt. of India, discount applicable should be shown separately.

16. Your bill in triplicate should be submitted along with completion certificate for making payment.

17. Director, IPIRTI reserves unqualified right to accept any or reject all tenders without assigning any reasons thereon.

18. Tender document may be down loaded from the website www.ipirti.gov.in. Omission/addition/deletion in the tender document is found will be treated as unqualified tender.

GENERAL INFORMATION TO TENDERERS

1. No sub-letting and sub-contracting in any form is allowed.
3. Quality of work and quantities shall be notified to the Employer whose technical personnel or of consultant will certify the work. Any defect or shortcoming in the work shall be made good by the supplier to the full satisfaction of the Employer.
4. Working hours of the Institute are normally from 9.00 a.m. to 5.30 p.m. Monday to Friday. If the supplier wishes to deploy his workmen beyond working hours and on holidays, prior permission of the Employer shall be taken.
5. The time allotted for supply the equipment is **10** days from the date of placing order.

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UNDERTAKING TO BE GIVEN BY THE TENDERER

We, thehaving registered
Office at
.....do hereby declare and affirm the following:

1. We are aware of all statutory and legal requirements of Central and State Governments as well as local regulations applicable to the work. Consequences due to violation of these Acts, Rules and Regulations shall be borne by us and the Employer/Consultant are indemnified from any charge directly or indirectly arising therefrom.

2. That this undertaking forms part of the Agreement and contract documents.

WITNESS:

Signature of the Tenderer

ARTICLE OF AGREEMENT
(Should be submitted on Non-Judicial Stamp Paper of Rs.250/-)

ARTICLE OF AGREEMENT made at Bangalore this day

between the INDIAN PLYWOOD INDUSTRIES RESEARCH AND TRAINING
 INSTITUTE registered under the Karnataka Societies Registration Act 1960, having
 registered office at Tumkur Road, Bangalore (hereinafter referred to as the EMPLOYER
 which expression shall include its successors and assignees) of the ONE part and

(hereinafter called the SUPPLIER) of the OTHER part.

WHEREAS the Employer is desirous of getting done the work for **TENDER DOCUMENT FOR ANNUAL MAINTENANCE CONTRACT (AMC) for RODENT CONTROL TREATMENT CONTRACT AT IPIRTI CAMPUS BENGALURU** of Indian Plywood Industries Research and Training Institute, Bangalore.

AND WHEREAS the Supplier has agreed to execute the aforesaid work on terms and conditions mentioned herein and subject to the conditions of contract, schedule of quantities, specifications, etc. (all of which are collectively hereinafter referred to as the said conditions)

Now it is hereby agreed and declared by and between the parties hereto as follows:

1) In consideration of the payment to be made to them as hereinafter provided the supplier shall, subject to schedules such as the conditions of contract, specifications, schedule of quantities, etc. execute and complete the work within 30 days from the date of our order.

2) The employer shall pay to the supplier such sums as shall become payable hereunder at the time and in the manner specified in the conditions of contract.

3) Time is the essence of this Agreement and the supplier shall pay or allow the Institute to deduct @ 0.5% per week of the contracted amount as Liquidated damages. If sufficient justification is not made regarding the delay, the employer may deduct such damages from any amount due to the contractor under this Agreement or any other Agreement that may subsequently

into between the parties. The order is liable to be cancelled if the accumulated penalty exceeds 5% of contracted amount. EMD & Security Deposits will also be forfeited.

(4) The schedules above mentioned shall form an integral part of this Agreement and the decision of the employer in reference to all matters of dispute as to material and workmanship shall be final and binding on both the parties.

P.T.O.

5) The employer reserves to themselves the rights of altering the drawings of the works and of adding to or omitting any item of work from or of having portions of the same carried out departmentally or otherwise and such alterations or variations shall not vitiate this Agreement.

6) The Security Deposit of the supplier shall be forfeited if he fails to comply with any of the conditions of the contract.

7) This Agreement comprises the works above and all subsidiary works connected therewith, even though such works may not be shown on the schedules appended herewith.

8) Notwithstanding anything contained in the tender submitted by the supplier, all the clauses of this Agreement shall be binding on both the parties.

9) If any dispute shall arise between the parties touching these presents or any of the matter covered by the schedule herewith appended or the construction of operation thereof or the rights, duties or liabilities of either party hereunder, such dispute shall be referred to two arbitrators, one to be appointed by each party or in the event of their not agreeing then to the award of an Umpire to be appointed by them in writing before entering on the reference and the decision of the arbitrator or the Umpire as the case may be and shall be final and binding on both the parties. Such arbitration shall be governed in all respects by the provisions of the Indian Arbitration Act 1940, as amended from time to time and the Rules thereunder.

IN WITNESS WHEREOF the Parties hereto have set their respective hands the day and the year hereinabove written.

Signed by, for and on behalf of the Institute in the presence of

1)

2)

Signed by, for and on behalf of the said contractor(s) by their partners in the presence of

1)

2)

PAYMENT AND PENALTY

1. Name of work : **TENDER DOCUMENT FOR ANNUAL MAINTENANCE CONTRACT (AMC) for RODENT CONTROL TREATMENT CONTRACT AT IPIRTI CAMPUS BENGALURU**
2. Date of supply : Within **10** days from the date of placing order
4. Guarantee/Warranty : One year from the date of commissioning
5. Security Deposit to be deposited : 3% of the tendered amount along with agreement
6. Liquidated damages for non-completion of work in time : 0.5% per week upto 5% of tender amount, after which order stands terminated.
7. Retention amount from on account payments : 3% of the bill.
8. Release of retention amount : Security deposit along with retention amount will be released after defects liability period against pre-receipted bill.

Date:

Signature of Tenderer

Seal:

**Nature of specification for TENDER DOCUMENT FOR ANNUAL MAINTENANCE
CONTRACT (AMC) for RODENT CONTROL TREATMENT CONTRACT AT IPIRTI
CAMPUS BENGALURU**

Sl. No	Part Name	Details
1	Tender Document for Annual Maintenance Contract (AMC) for Rodent control treatment at IPIRTI, Bengaluru	This services shall be carried out for controlling rat problem inside as well as outside the premises and safeguarding the important files, papers, boxes, carpets, electrical and telephone wiring, wooden ceiling, paneling, cardboards, raw materials etc. from rodents damage. This service shall be provided in the entire premise inside the building area including office cabins, rooms, toilets corridors, false ceilings etc. and outside the building premises. The treatment shall be carried out by mechanical trapping with glass cleaning chemicals/agents/as required and cleaning of partitions, paneling etc. The bidder should provide Rodent control for control of Rats, Mice etc. in entire building including basement, Cable Trenches, Electrical Rooms, Computer Rooms. He shall visit once in 15 day for changing and replacing the glue pads/bait-stickers & used glue pads should be disposed off outside the building.

Sd/-
HOD PDES

ADDITIONAL INSTRUCTIONS FOR VENDORS

The bidders are required to submit soft copies of their bid electronically on the e-Wizard Portal using valid Digital Signature Certificates. Below mentioned instructions are meant to guide the bidders for registration on the e-Wizard Portal, prepare their bids in accordance with the requirements and submit their bids online on the e-Wizard Portal. For more information, bidders

may visit the Portal (<https://moefcc.euniwizarde.com/>)

1. REGISTRATION PROCESS ON ONLINE PORTAL

- a) Bidders to enroll on the e-Procurement module of the portal <https://moefcc.euniwizarde.com/> by clicking on the link “Bidder Enrolment”.
- b) The bidders to choose a unique username and assign a password for their accounts. Bidders are advised to register their valid email address and mobile numbers as part of the registration process. This would be used for any communication from the e-Wizard Portal.
- c) Bidders to register upon enrolment, with their valid Digital Signature Certificate (Class III Certificates with signing and Encryption key) issued by any Certifying Authority recognized by CCA India with their profile.
- d) Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSCs to others which may lead to misuse.
- e) Bidder then logs in to the site through the secured log-in by entering their user ID/password and the password of the DSC / e-Token.

2. TENDER DOCUMENTS SEARCH

- a) Various built-in options are available in the e-Wizard Portal like Department name, Tender category, Estimated value, Date, other keywords, etc. to search for a tender published on the Online Portal.
- b) Once the bidders have selected the tenders they are interested in, they may download the required documents/tender schedules. These tenders can be moved to the respective ‘Interested tenders’ folder.
- c) The bidder should make a note of the unique Tender No assigned to each tender, in case they want to obtain any clarification/help from the Helpdesk.

3. BID PREPARATION

- a) Bidder should take into account any corrigendum published on the tender document before submitting their bids.
- b) Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid.
- c) Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that needs to be submitted. Any deviations from these may lead to rejection of the bid.
- d) Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document/schedule and generally, they can be in PDF/XLSX/PNG, etc. formats.

4. BID SUBMISSION

- a) Bidder to log into the site well in advance for bid submission so that he/she uploads the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
- b) The bidder to digitally sign and upload the required bid documents one by one as indicated in the tender document.
- c) Bidders to note that they should necessarily submit their financial bids in the prescribed format given by department and no other format is acceptable.

- d) The server time (which is displayed on the bidders' dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, the opening of bids, etc. The bidders should follow this time during bid submission.
- e) All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data, which cannot be viewed by unauthorized persons until the time of bid opening.
- f) The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- g) Upon the successful and timely submission of bids, the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.
- h) The off-line tender shall not be accepted and no request in this regard will be entertained whatsoever.

5. AMENDMENT OF BID DOCUMENT

At any time prior to the deadline for submission of proposals, the department reserve the right to add/modify/delete any portion of this document by the issuance of a Corrigendum, which would be published on the website and will also be made available to the all the Bidder who has been issued the tender document. The Corrigendum shall be binding on all bidders and will form part of the bid documents.

6. ASSISTANCE TO BIDDERS

a) Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.

b) Any queries relating to the process of online bid submission or queries relating to e- Wizard Portal, in general, may be directed to the 24x7 e-Wizard Helpdesk. The contact number for the helpdesk is 8448288994/87/89/88/81/90/92/82 011-49606060, 07903269552, 9355030608, 9055030613, 7903810198, 9355030606, 9315620706, 9355030623, 9355030628, 8800526452, 9205898228, 9122643040, 9355030604, epochelpdesk.01@gmail.com, epochelpdesk.03@gmail.com, epochelpdesk.06@gmail.com

7. The tender inviting authority has the right to cancel this e-tender or extend the due date of receipt of the bid(s).

8. The bid should be submitted through e-Wizard portal (<https://moefcc.euniwizarde.com/>) only.